

## APPROVING OFFICIAL CHECKLIST FOR TEMPORARY DUTY TRAVEL SETTLEMENT VOUCHERS

**User:** Approving Official (AO) is an individual appointed in writing and responsible for authorizing travel and approving travel claims by determining the necessity of trips and funds availability and approving travel claims for validity after completion of travel.

**Purpose.** This checklist should be used by the AO for after-the-fact approval of entitlements not listed on the original orders for military and civilian TDY travel.

**BEFORE APPROVING ANY AFTER-THE-FACT TDY ENTITLEMENTS, YOU MUST VERIFY THAT THE ENTITLEMENT IS SUBJECT TO AFTER THE FACT APPROVAL, THEN VERIFY YOUR COMMAND'S POLICIES REGARDING MONETARY LIMITATIONS FOR APPROVING AFTER THE FACT ENTITLEMENTS.**

1. \_\_\_ Were rental car expenses claimed? If so, was the rental car obtained through proper channels (Government contracted office, e.g., Carlson or SATO? Rental car size used and fuel expenses claimed should be conducive to the mission. The original paid receipt must be attached if the cost is \$75 or more (pre-calculation rental car receipts are not acceptable).
2. \_\_\_ Are control numbers of non-availability of government quarters in the remarks block of the orders? If not, and obtained after the fact, the Approving Official must approve commercial lodging by signing in block 21a or an amended order issued. (Military Members Only)
3. \_\_\_ Was POV in/around mileage claimed? If so, did the traveler check block 16, claim the total mileage driven each day or attach a mileage log in accordance with DOD FMR Vol. 9 Chapter 4, 040804.
4. \_\_\_ Was in/around taxicabs claimed and authorized in the orders? If yes, amounts \$75.00 or more must be claimed and supported by a receipt or a statement for lost/missing receipt.
5. \_\_\_ Was Excess Baggage claimed and authorized in the orders? If yes, amounts \$75.00 or more must be claimed and supported by a receipt or a statement for lost/missing receipt.
6. \_\_\_ Were conference or registration fees authorized and claimed? If so, amounts \$75.00 or more must be claimed and supported by a receipt or a statement for lost/missing receipt. All meals included in the cost must be claimed in block 19 of the DD1351-2.
7. \_\_\_ Is commercial airfare claimed? If so, the amount must be claimed and supported by the airline ticket, paid receipt, or a statement for lost/missing receipt. If a paper ticket was issued, orders must include authorization for a paper ticket. Is the statement indicating whether transportation tickets are purchased using a Centrally -Billed Account (CBA) or Individually- Billed Account (IBA), included in the remarks block of the orders?
8. \_\_\_ Was any variation from the travel orders reflected in the itinerary of the travel voucher?  
If so, were these changes due to travel to places omitted in the orders or to additional places not shown in the orders?
9. \_\_\_ If the after-the-fact travel expense is not listed above, please contact your servicing DFAS Travel Office for guidance as to whether or not the entitlement exists in accordance with Joint Federal Travel Regulation or Joint Travel Regulation.

**Edition: April 2005, Travel Operations Columbus**